



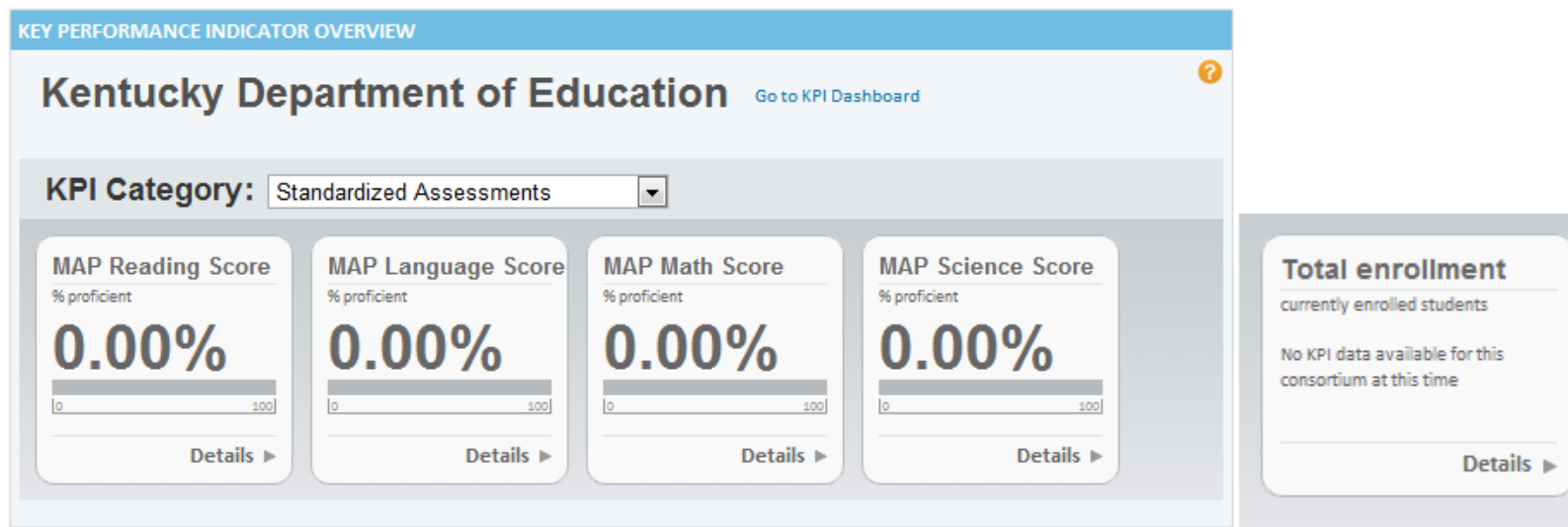
## New School Year Resource Sheet

The CIITS website has been updated to reflect the 2012-13 school year. As a result, all Key Performance Indicators and Data Dashboards will not reflect any data until the first day of school when student enrollment is active. To access data or assessments from the 2011-12 school year, please follow the steps outlined below:

### Leadership and Staff

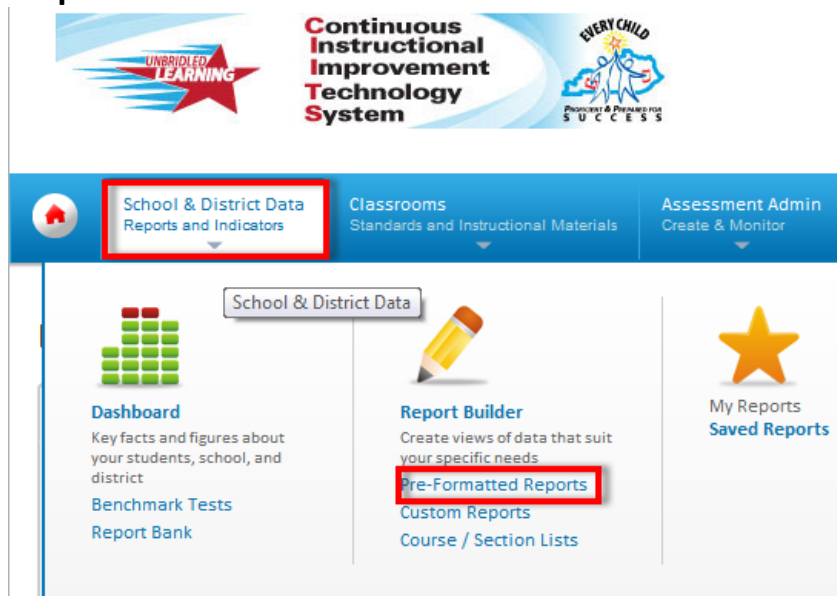
#### School and District Data Tab

1. KPI Dashboard will populate with data reflecting 0 students.... This is intended behavior until the first day of school. The reason the site is behaving this way is because KPI's are populated with CURRENTLY enrolled students. Unless a school or district has **currently enrolled** students during the summer months, their KPI's will reflect 0 until the first day of school is complete.



2. To view MAP and Demographic Data from the 2011-12 school year, Leadership and Staff Specialist, can follow the click path outlined below:

**Step 1:** Select School and District Data > Pre-Formatted Reports



**Step 2:** Select which type of data you want to view. MAP, ACT, PLAN and EXPLORE are all included within Standardized Assessment Performance.

## Pre-Formatted Reports

How to Build a Pre-Formatted Report	Standardized Assessment Reports
<p>1. Select Report Type.</p> <p>Click a pre-formatted report link (e.g., AYP Stoplight Summary Report) to display the pre-formatted report page, allowing you to customize</p>	<ul style="list-style-type: none"><li>• <a href="#">Standardized Assessment Performance</a> This report analyzes student performance on standardized tests.</li></ul>
	<p><b>Demographic Reports</b></p> <ul style="list-style-type: none"><li>• <a href="#">Demographic Overview</a> This report provides a summary analysis of student demographic data according to gender, ethnicity, and grade.</li></ul>

**Step 3:** When selecting the parameters for your report, please make sure that you select the 2011-12 school year, and it is also important to select “Total Enrollment”.

1. Which students do you want to report on?

School Type:  
-- All School Types --

School:  
-- All Schools --

Grade Level:  
-- All Grade Levels --

2. Which standardized test data do you want to use?

Test Year:  
2011-2012

Test Name:  
MAP

Test Level:  
-- All Test Levels --

Test Instance:  
-- All Test Instances --

Subject/Section:  
-- All Subject/Sections --

Sub-Section:  
-- Overall --

3. Which enrollment dates do you want to use?

☐ Current Enrollment

☒ Total Enrollment

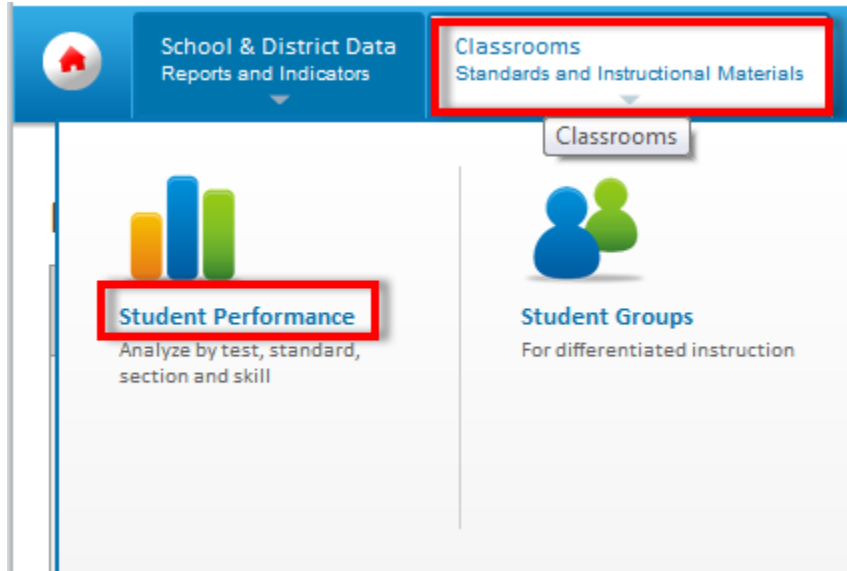
All students enrolled in:

## Leadership, Staff (Specialist) and Teacher

### Classrooms Tab

1. In the Classrooms tab, if you select “Analyze Students”, users will have the option to “view past year sections”. By selecting this option, teacher dashboards from the 2011-12 school year will be viewable. This will include the Classroom Assessment Monitor.

**Step 1:** Select Classrooms > Student Performance



**Step 2:** Select the name of the school and teacher > View Past Year Sections

### Student Performance

Section Chooser

Institution:

Teacher:

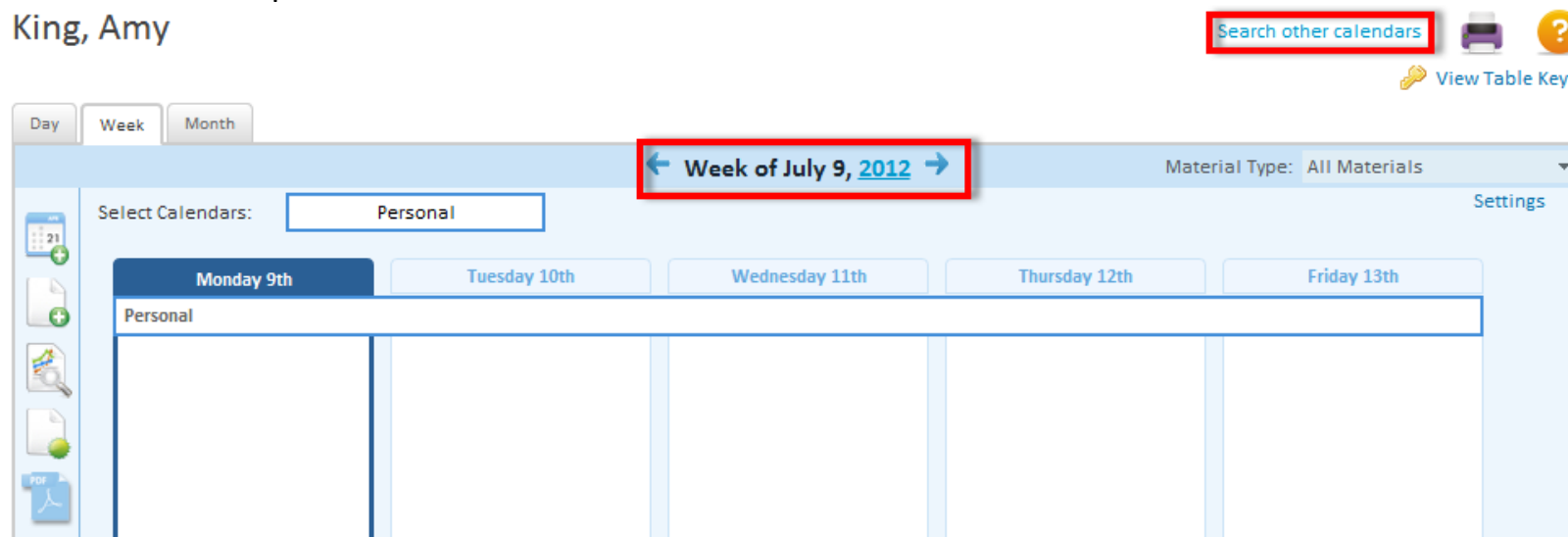
Materials Search:



You must choose a specific course or section in order to use the Analyze Sections functionality.

2. In the Classrooms tab, if you select “Lesson Planner” you will see that the lesson planner has been expanded to include dates for the 2012-13 school year. This will allow teachers and staff to begin planning and scheduling lessons for the new 2012-13 school year. Leadership and Staff Specialist will also be able to search others calendars to view a teachers calendar or lesson planner.

King, Amy



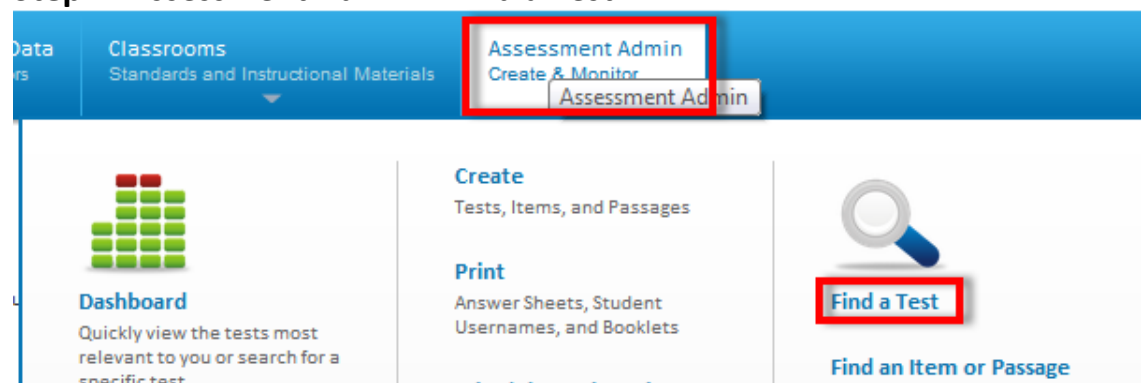
3. Instructional Materials have not changed any as a result of roll over

## All roles and permissions – Leadership, Staff, and Teacher

### Assessment Admin Tab

1. If you are looking for a test that was created last school year, and you plan to schedule the test for the upcoming school year, please follow the steps outlined below:

#### Step 1: Assessment Admin > Find a Test



**Step 2:** Select the date range. If you are looking for a test that was created during 2011-12, you would select that year.

**Find a Test**

Enter Test name or ID

All subjects

Grade Level

to

Test Stage

☒ Private Draft ☒ Scheduled

☒ Public Draft ☒ In Progress

☒ Ready ☒ Completed

Admin Date Range

2011-2012

Go Advanced Search

**Step 3:** To schedule a test that you created during the 2011-12 school year, it is recommended that you Copy the test and generate a new test ID for the new school year.

Select the test you wish to schedule.

Measurement Target 2 Retake	School Interim Assessment	Mathematics	04	Completed	04/18/2012	04/30/2012
Measurement Target 2	School Interim Assessment	Mathematics	04	Completed	04/18/2012	04/30/2012
Unit 5 Common Assessment ELA Grade 7	School Interim Assessment	English Language and Literature	07	Completed	04/17/2012	04/27/2012

## Copy the test

**Measurement Target 2 Retake [24249]**  
Online Passcode: FUQUCY1

TEST STAGE

Private Draft

Public Draft

Ready To Schedule

Scheduled

In Progress

Completed

**ACTIONS**

Copy Test

Delete this Test

Answer Sheets

Score Test

View Usernames

Download Test (pdf)

Download Test (Word)

Download Answer Key

Cover sheet

Preview Online Test

ITEM

1

Multiple Choice from Item Central

Which of the following can be used to find the area of a square that has a perimeter of 36 units?

A  $A = 4 \times 6$

B  $A = \frac{36}{4} \times \frac{36}{4}$

C  $36 \times 36$

View

Modify

Correct Answer B

Point Value 1

Standard ID 4.MD.3

ITEM

2

Multiple Choice from Item Central

What is the perimeter of a rectangle with sides of 82 units and 57

View

Modify

## Rename and generate test.

Create a Test Manually

Test Name:\*

Measurement Target 2 Retake 2012-2013

Institution Source:

Kentucky Department of Education

Test Category:

State Benchmark

Score Type:

Total Score

Subject:\*

Mathematics

Grade Level:\*

04 to 04

Preferred Standards Document:

Kentucky Core Academic Standards 2010 - Math

Answer Key Only:

☐ Yes ☒ No

Hide Item Content from Test Results:

☐ Yes ☒ No

Number of Items:

20

☐ All Multiple Choice

Optional

Description:

(\*) indicates a required field

Clear

Generate Test